

~~CONFIDENTIAL~~

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~~MINUTES OF DEPUTY DIRECTOR (SUPPORT)~~

~~LUNCHBOX MEETING~~

17 April 1957

1. The Director has ordered that Deputy Directors must approve in advance the acquisition of any safehouses by their components. The Office of Training and the Office of Security are the only DD/S elements who now have safehouses, but all of the DD/S components are reminded that any new safehouses for their use must be approved by the Deputy Director (Support).

2. A large number of Stations have submitted replies to Book Dispatch No. 202 relative to the Reduction of Administrative Workload in the Field. Many of these replies contain some excellent suggestions which have been forwarded to the DD/S office heads for their review and action or comment. Colonel White urged that the Office Chiefs review these suggestions personally and return their comments promptly to the Office of the Deputy Director (Support) with little or no coordination with other Agency elements.

3. At the next Staff Meeting (24 April 1957), Mr. Baird will give a presentation on the Agency personnel testing activities.

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4. Colonel White announced that in addition to the Senior Administrative Officers' Meeting to be held at the end of this month at the [REDACTED], he will have periodic meetings with the DD/P Senior Administrative Officers. The next meeting will be held at the East Building Conference Room on Tuesday, 23 April 1957.

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5. Regulation [REDACTED] approved in August 1956, provides that each Deputy Director will nominate annually no fewer than five candidates for the Junior Officer Training Program. We have only four months before our nominations must be submitted and to date only three candidates have been selected from the DD/S Office and components. It is requested that each Office and Staff Chief submit to the Deputy Director (Support) names of those individuals in their components who meet the qualifications for this program and have demonstrated their potential for career development through the JOTP.

6. The meeting adjourned at 1320 hours.

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